AGENDA PLANNING BOARD MARCH 9, 2020

AGENDA ITEM #5A NEW APPLICATIONS-Completeness Review and Public Hearings

CITY OF LEBANON, BETHANY
TRUELL & CHAD GIBBS, and
PAUL TEPLITZ & LAURA
OSTAPENKO; 0, 260 & 268
HANOVER STREET EXT (Tax Map
49, Lots 18, 19 & 20), zoned R-1



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

March 9, 2020 Meeting Staff Memorandum – #PB2020-05-BLA

APPLICATION INFORMATION

Agenda Item: 5.A

Application ID#: #PB2020-05-BLA

Application Type:

Boundary Line Adjustment

Property Location & Tax Map:

- 0 Hanover Street Ext (Tax Map 49, Lot 19)
- 260 Hanover Street Ext (Tax Map 49, Lot 18)
- 268 Hanover Street Ext (Tax Map 49, Lot 20)

Property Owners/Applicants:

- 0 Hanover Street Ext: City of Lebanon
- 260 Hanover Street Ext: Bethany Truell & Chad Gibbs
- 268 Hanover Street Ext: Paul Teplitz & Laura Ostapenko

Zoning District(s):

Residential One (R-1)

Property Sizes (existing):

- 0 Hanover Street Ext: +/-0.15 acs
- 260 Hanover St Ext: +/-0.44 acs
- 268 Hanover St Ext: +/-0.45 acs

Overlay District(s):

none

HEARING NOTICE

CITY OF LEBANON, BETHANY TRUELL & CHAD GIBBS, and PAUL TEPLITZ & LAURA OSTAPENKO; 0, 260 & 268 HANOVER STREET EXT (Tax Map 49, Lots 18, 19 & 20), zoned R-1: Request for approval of a Boundary Line Adjustment to convert 3 parcels into 2 parcels by splitting and merging a portion of a City-owned lot with each of the adjoining lots. #PB2020-05-BLA

PLANS AND APPLICATION MATERIALS

- ► Application form (3 pages)
- ► Letter dated January 27, 2020 from Timothy Rockwood, LLS of Rockwood Land Services LLC (1 page; project description)
- ► Subdivision Regulations Technical Checklist (3 pages)
- ▶ Plan titled "Lot Line Adjustment Plat City of Lebanon and Paul Teplitz & Laura Ostapenko and Bethany Truell & Chad Gibbs", prepared by Rockwood Land Services LLC, dated January 27, 2020, Project No. 1597

COMPLETENESS REVIEW

This application has been reviewed in accordance with the Lebanon Subdivision Regulations. The Planning & Development Department recommends that the Board find that the application is complete enough to accept jurisdiction and to commence review.

APPLICATION OVERVIEW

This is a request for a Boundary Line Adjustment between lands located at 0 Hanover Street Ext (Tax Map 49, Lot 19), 260 Hanover Street Ext (Tax Map 49, Lot 18), and 268 Hanover Street Ext (Tax Map 49, Lot 20). The proposed lot line adjustment will split the City-owned property at 0 Hanover Street Extension in half and will merge each half to the adjoining privately-owned properties (the halves are identified as "A" and "B" on the attached plat).

The changes resulting from the proposed Boundary Line Adjustment are as follows:

- ► Map/Lot 49-18 will increase by +/-0.06 acres to +/-0.44 acres.
- ► Map/Lot 49-20 will increase by +/-0.065 acres to +/-0.496 acres.

STAFF MEMORANDUM

#PB2020-05-BLA 0, 260 & 268 Hanover Street Ext March 9, 2020 Meeting Page **2** of **2**

STAFF COMMENTS

ASSESSING

No comment.

BUILDING INSPECTION

No comment.

FIRE

No comment.

POLICE

No comment.

PUBLIC WORKS

No comment.

PLANNING & DEVELOPMENT

No comment.

ZONING

No comment.

STAFF RECOMMENDATIONS

If the Board moves to approve this application, then based on the information reviewed by City staff, the Planning & Development Department recommends that the Board approve the application with the following conditions to be satisfied prior to the signing and recording of the plat:

- 1. Prior to the signing and recording of the final plat, the applicants shall provide to the City a draft copy of the deed of the land transfer for review to ensure the transfer will be completed properly for Assessing and recording purposes.
- 2. Prior to the signing and recording of the final plat, the applicants shall provide a digital record drawing (Cad .dwg Format using NH State Plane Coordinate system).

Attachments

CC:

Paula Maville, Deputy City Manager (via e-mail)

Bethany Truell & Chad Gibbs (via e-mail)

Paul Teplitz & Laura Ostapenko (via e-mail)

Timothy Rockwood, LLS, Rockwood Land Services LLC (via e-mail)

File

\\Chfs2\q\Development_Review\2020_Applications\PB2020-05-BLA_0_260_268 Hanover St Ext_49-19_18_20\Staff Comments\2020-03-02_Staff Memo.docx

51 NORTH PARK STREET, LEBANON, NEW HAMPSHIRE 03766 TEL: 603-448-1457 FAX: 603-442-6141 WWW.LEBANONNH.GOV

CITY OF LEBANON APPLICATION FOR

	SPECIAL EXCEPTION 🗆 SITE PLAN REVIEW								
	VARIANCE SUBDIVISION								
	MOTION FOR REHEARING LOT LINE ADJUSTMENT								
	API	PEAL OF AN ADMIN	DECISION			CONDITIO	NAL USE PER	MIT	
			OTHER				_		
PROPERTY OWNER (APPLICANT): 49/19									
NAME: Cit	ty of Leb	anon	0	V	Ţ	EL.#: 60	3-448-6200		
MAILING AD	DRESS:	51 North Park St	reet, Lebanon, N	H 03	766				
E-MAIL ADD	RESS:	Mulholland, Sha	un <shaun.mulho< td=""><td>llan</td><td>d@lel</td><td>oanonnh.gov</td><td>></td><td></td><td></td></shaun.mulho<>	llan	d@lel	oanonnh.gov	>		
CO-APPL	ICANT	, AGENT, OR LE	SSEE:						
NAME: Ti	mothy R	ockwood, Agent			Τ	EL.#: 802	-436-1039		
MAILING AD	DRESS:	PO Box 347, Hart	land, VT 05048		·				
-MAIL ADD	RESS:	rockls@vermont	el.net						
PROJECT	LOCA	TION:							
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Lot Line	Adjustr	nent of 2,820 sqft fr	om 49-19 to 49-2	0.					
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CITY OF LEBANON APPLICATION FOR

	SPECIAL EXCEPTION SITE PLAN REVIEW						
	VARIANCE SUBDIVISION						
	MOTION FOR REHEARING LOT LINE ADJUSTMENT						
	APPEAL OF AN ADMIN. D	ECISION [□ CONDITIO	NAL USE PERMIT			
		THER			ı		
PROPER	TY OWNER (APPLICANT)	,240-	49/18				
NAME: Bethany Truell & Chad Gibbs TEL.#: 603-748-1270							
MAILING ADDRESS: 260 Hanover Street Extension, Lebanon, NH 03766							
E-MAIL ADD	RESS: superstar_woman@)yahoo.com					
CO-APPL	ICANT, AGENT, OR LÉSSI	EE:					
NAME: Ti	mothy Rockwood, Agent		TEL.#: 802	436-1039	:		
MAILING AD	DDRESS: PO Box 347, Hartlan	d, VT 05048					
E-MAIL ADD	RESS: rockls@vermontel.r	et					
PROJECT	LOCATION:						
TAX MAP #:	49 LOT#: 19	18/20 PL	OT #:	ZONE: R			
STREET ADD	DRESS OF PROJECT: Hanover	Street Extension	260				
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	F	LOOD PLAIN 🛘	YES EN NO				
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Lot Line	Adjustment of 2,730 sqft from	49-19 to 49-18.					
Lot Line	Adjustment of 2,820 sqft from	49-19 to 49-20.					
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APPLICATION FOR

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	MOTION FOR	REHEARING		Ø	LOT LINE	ADJUSTMENT	
	APPEAL OF AN ADMI	N. DECISION		0	CONDITIO	NAL USE PERMIT	
		OTHER					
PROPER	TY OWNER (APPLICA	NT):	i	49/2	0		
NAME: Pa	ul Teplitz and Laura Ostar	oenko 200		TEL	.#: 97	8-590-8851	
MAILING A	****	reet Extension, l	Lebar	on, NH 0	3766		
E-MAIL ADI	ORESS: coz.teplitz@gr	nail.com					
CO-APPI	LICANT, AGENT, OR L	ESSEE:					
NAME: T	imothy Rockwood, Agent			TEL	.#: 802	-436-1039	
MAILING A	DDRESS: PO Box 347, Ha	rtland, VT 05048					
E-MAIL ADI	DRESS: rockls@vermor	itel.net					
PROJEC	T LOCATION:						
TAX MAP #	: 49 LOT#	19/18 (20) PL	OT #:		ZONE:	
STREET AD	DRESS OF PROJECT: Hand	over Street Exter	nsion	368	3		
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		FLOOD PLAIN	N O	YES DEN	0		
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49/18 05-BLA

Rockwood Land Services LLC

PO Box 347 Hartland, Vermont 05048 802-436-1039 rockls@vermontel.net

January 27, 2020

Tim Corwin, Senior Planner Lebanon Planning Department City of Lebanon 51 North Park Street Lebanon, NH 03766

Dear Tim:

I am providing you the following project narrative in support of the attached Minor Lot Line Adjustment application for Beth Truell and Chad Gibbs (Lot 49-18), Paul Teplitz and Laura Ostapenko (Lot 49-20) and the City of Lebanon (Lot 49-19). This request is to annex one half of the City of Lebanon's Lot 49-19 to each of these two abutters. The southerly portion of 49-19 is 2,730 sqft to be annexed to Lot 49-18. The northerly portion of 49-19 is 2,820 to be annexed to Lot 49-20. The City's lands are originally Lot 6 of the Buena Vista 1903 Subdivision.

The lands are located in the Residential One Zonng District. The City's Lot 49-19 is non conforming but will be desolved with the annexations. Lot 49-19 has no improvements. Both 49-18 and 49-20 are Class 1 and exceed the Zone's size requirements, are improved with a single family home and meet the 75 ft width requiement. Lot 49-18's house and garage are currently within the front and rear setback limits, respectively. The annexation will not alter this non conforming conditions.

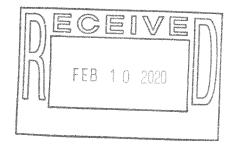
Included with this Support Letter is the \$70 fee and the required 8 copies of the Minor Lot Line Adjustment Plan along with the signed applications, signed Technical checklist and abutter's notification list.

Please let me know if you would like me to expand or clarify any of this information.

Respectfully Submitted,

Timothy Rockwood, Licensed Land Surveyor

cc Beth Truell and Chad Gibbs Paul Teplitz and Laura Ostapenko



CITY OF LEBANON, NH SUBDIVISION REGULATIONS – TECHNICAL CHECKLIST MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT

PROJECT NAME:

City of Lebanon, Bethany Truell & Chad Gibbs, Paul Teplitz & Laura Ostapenko

APPLICANT:

DATE:

Timothy Rockwood

February 8, 2020

GENERAL SUBMISSION REQUIREMENTS:

All applications to the Planning Board for Subdivision Review must be submitted by <u>12:00 Noon</u> on the day of the filing cutoff. $[\S7.7.C]$ Submissions must be accompanied by the following information or review of the application may be delayed:

- □ A properly completed and signed Application Form. [§7.7.A(1)]
- ☑ The appropriate filing fees. [§7.7.A(2)]
- **△** A written project description. [§7.7.A(3)]
- A list of the names and mailing addresses of all persons to be notified, by certified mail, of the public hearing. [§7.7.A(4)]
- A completed and signed Technical Checklist. [§7.7.B]
 [Applicants must complete the entire checklist to ensure that all necessary information and materials have been provided with the application or that written requests for waivers have been properly provided in accordance with Section 7.15 of the Subdivision Regulations, as appropriate.]
- Eight (8) sets of project plans to be distributed for Staff Review. [§8.2.A]
 [A Staff Review meeting is held at City Hall one (1) week following the cutoff date. Staff Review meetings begin at 2:00PM, unless otherwise noted. All revised and/or additional information or materials must be submitted within one (1) week following the Staff Review meeting.]
- A digital copy of Subdivision plan in .PDF format. [§8.2.B]

NOTE: Applications shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board's Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by the Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

CITY OF LEBANON, NH SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT

PLAN SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Minor Lot Line Adjustment / Boundary Line Agreement plans shall include the information described below pursuant to Section 8 of the Lebanon Subdivision Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. The scale of the plans shall be appropriate to the size of the overall development. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted for Subdivision Review shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Section 7.15 of the Subdivision Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§8.2.C]

Plan Requirements	Info. Provided	Waiver Sought
8.2.A(1) - - Name of the City and County in which the subdivision is proposed; - A Locus map; - North arrow; - Scale of the plat; - Date of the plat and of any revisions to the plat; (NOTE: The date on the plat at the time of initial submission for application review shall be included on all subsequent submissions to the City. Any subsequent change(s) to the plat shall include a revision date and description of the revision(s).)	83 83 83	0 0 0
8.2.A(2) - Names and mailing addresses of Applicant(s); Owner(s) of Record of subject properties; Owners of abutting properties, including tax map and lot references; and Holders of any easements, rights-of-way, or other restrictions.	Ø	0
8.2.A(3) - Names and business addresses of the surveyor, including license number and seal, and of every engineer, architect, soil scientist, or wetlands scientist whose professional seal appears on any plan or document submitted to the Board.	Ø	٥
8.2.A(4) - Zoning District in which the subject lots are located, including district boundaries if in more than one district.	23)	0
8.2.A(5) - Location of all existing structures on the subject lots.	Ø	
8.2.A(6) - Site location map showing the original boundaries of the subject lots and adjacent lots.	[3]	o
<u>8.2.A(7)</u> - The new surveyed property line(s) as a result of the application, including bearings and distances, as determined by an actual field survey by a licensed land surveyor, including the date of the completion of the survey. All dimensions shall be shown in feet and decimals, and the area of the altered lots shall be shown in square feet and acres.	Ø	

CITY OF LEBANON, NH SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT

Plan Requirements (cont.)	Info. Provided	Waiver Sought
8.2.A(8) - The plat shall be titled to include the names of the owners of all lots altered by the application.	E J	O
8.2.A(9) - A statement shall be placed on the plat as follows: "This plan shows Minor Lot Line Adjustments / Boundary Line Agreements and does not require the approval of the Lebanon Planning Board as a subdivision."	团	0

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO SECTION 8 OF THE SUBDIVISION REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: _Timothy Rockwood, Land Surveyor

Planning office Use Only:		
Date Received//	Checklist Complete YES or NO	Checked by:

(Last Revised 05/22/13)

Corner Monument Descriptions

No.1 FOUND a 7"x8" Granite Bound with bolt in center tipped over and out of position, poor condition, NOT USE

No.2 FOUND a 8"x8" Granite Bound with 1/2 drill hole in the center and 2" of reveal on the northerly side of a tree, flagged, firm, straight and in good condition

No.3 SET a $5/8 \times 36"$ Rebar with an Orange Plastic Cap straight, firm with 6" of reveal and placed a wooden witness stake

No.4 SET a $5/8 \times 36"$ Rebar with an Orange Plastic Cap straight, firm with 6" of reveal and placed a wooden witness stake

No.5 SET a $5/8 \times 36"$ Rebar with an Orange Plastic Cap straight, firm with 6" of reveal and placed a wooden witness stake

No.6 SET a 5/8 x 36" Rebar with an Orange Plastic Cap straight, firm with 6" of reveal and placed a wooden witness stake

No. 7 SET a $5/8 \times 36$ " Rebar with an Orange Plastic Cap straight, firm with 6" of reveal and placed a wooden witness stake

No.8 SET a 5/8 x 36" Rebar with an Orange Plastic Cap straight, firm with 6" of reveal and placed a wooden

No.9 FOUND a 1" Iron Pipe with 6" of reveal, flagged, firm, straight and in good condition

49-17 David & Mary Ann Levin, 248 Hanover Street Ext., Lebanon, NH 03766

49-16 James & Sarah Trainor, 42 Wolf Road, Apt. 913, Lebanon, NH 03766

49-15 Harvey Monfette, 19 Dartmouth Avenue, Lebanon, NH 03766

Abutter's List

49-14 Tor Wager & Claudia Jukubzick, 29 Dartmouth Avenue, Lebanon, NH 03766

49-22 Andrew Hunnewell, PO Box 870, Lebanon, NH 03766

50-3 Thomas Dubuque, 29 Slayton Hill Road, Lebanon, NH 03766

50-6 Roger Deyo, 269 Hanover Street Ext., Lebanon, NH 03766 64-1 City of Lebanon, 51 North Park Street, Lebanon, NH 03766 49-17 49-19 49-20

Hanover Street Extension

Hanover Street Extension

Before Annexation 1"= 100' After Annexation 1"= 100'

49-20

49-17

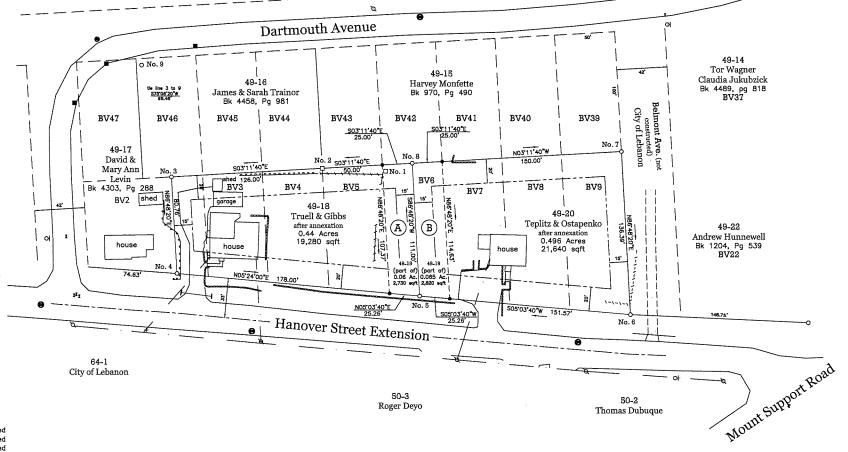
DHMC CENTERRA

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LEBANDY

Exit
19

LOCUS



SURVEY NOTES AND REPORT

1. The purpose of this Minor Lot Line Adjustment Plat is to identify Lebanon Parcel 49-19. Parcel 49-19 will be split in half and annexed to the abutters. The southerly half of 49-19 is 2,730 sq.ft. and being annexed to 49-18. The northerly half of 49-19 is 2,820 sq.ft. and being annexed to 49-20.

2. The current zoning designation for the Subject Parcels in Residential One (R-1). The minimum Lot requirements are as follows: The Lots are Class 1. The Zone's Minimum Lot Size is 10,000 sqft. The Lot width is 75 ft. Setbacks are Front Yard 20 ft, Side Yard 15 ft and Rear Yard 20 ft.

3. Surveyor's Report: The Subject Lots were created with the 1903 Buena Vista Subdivision by Samuel Stevens as recorded with the City of Lebanon Clerk as Plan No. 1820. The subject lots are made up from deeds which include multiply lots of the Original Subdivision. The Original Subdivision Lot numbers and Lot line are shown on this survey as (8V15). Deeds to the subject Parcels are described using the Buena Vista Lot Numbers. Two original granite bounds corner monuments where found at No. 1 and No. 2. No.1 was disturbed and out of position. The position of No. 2 was held along with the alignment of Hanover Street Extension was formerly NH Route 120 and has a 4 Rod or 66 ft wide Right—of—Way. The centerline of the current road bed was used as the center of the Right—of—Way.

4. Corner monuments noted as SET are not yet placed. Monument sizes are outside dimensions.

Legend

Found Stone Bound as described Found Iron Pipe or Rebo o as described Set Capped Rebar a as described Computed Point Boundary Line Boundary Line Eliminated _____ Deed Line Setback Limits Edge of Pavemen Edge of Gravel Sewer Manhole Water Gate Valv Catch Basin Overhead Wires Wood Fence Hydrant Utility Pole GCRD Deed Reference (Book, Page) GCRD Plan Reference Plan No. Wire Fence

Record Owner Lebanon Parcel 49-18 Bethany Truell & Chad Gibbs 260 Hanover Street Ext.

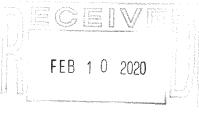
Lebanon, NH 03766 Deed Reference : Book 4025, Page 895 Plan Reference: City of Lebanon Plan No. 1820 Record Owner
Lebanon Parcel 49-19
City of Lebanon
(Hanover Street Ext)
51 North Park Street

Lebanon, NH 03766 Deed Reference : Book 1422, Page 176 Plan Reference: City of Lebanon Plan No. 1820 Record Owner
Lebanon Parcel 49-20
Paul Teplitz & Laura Ostapenko
268 Hanover Street Ext.
Lebanon, NH 03766
Deed Reference: Book 4117, Page 197
Plan Reference: City of Lebanon Plan No. 1820

Lebanon Statement

"This plan shows the Minor Lot Line Adjustments/Boundary Agreement and does not require the approval of the Lebanon Planning Board as a Subdivision."

I hereby certify to the best of my belief and knowledge this boundary survey for Lebanon Parcels 49-18, 49-19 and 49-20 meets the New Hampshire Urban Survey standard. The boundary lines and corner monuments shown are consistent with the referenced deeds and plan unless otherwise noted and are the basis for this Surveyor's opinion of the boundary lines locations.



No. Thompson and the second and the

Timothy W. Rockwood LLS No. 618

Lot Line Adjustment Plat City of Lebanon Paul Teplitz & Laura Ostapenko Bethany Truell & Chad Gibbs

260 & 268 Hanover Street Ext., Lebanon, Grafton County, New Hampshire Project No. 1597 1"= 40' Date: January 27, 2020

ROCKWOOD LAND SERVICES, LLC PO BOX 347, HARTLAND, VERMONT 05048 (802)436-1039 rockls@vermontel.net